

1 March 2006

**Morale, Welfare, and Recreation
Civilian Physical Fitness Training Program**

Summary. This regulation prescribes policies and procedures governing the Civilian Physical Fitness Training Program.

Applicability. This regulation applies to all individuals who participate in the Fort Monroe Civilian Physical Fitness Training Program.

Suggested improvements. The proponent of this regulation is the Directorate of Morale, Welfare, and Recreation (DMWR). Send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander, Fort Monroe, ATTN: IMNE-MNR-MW, Fort Monroe, VA 23651-1106. Suggested improvements may also be submitted using DA Form 1045 (Army Ideas for Excellence Program (AIEP) Proposal).

Availability. This regulation is available on the Fort Monroe Homepage at <http://fort.monroe.army.mil>.

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1-1. Purpose. The purpose of this regulation is to provide policies and procedures for entrance into the Civilian Physical Fitness Training Program at Fort Monroe and establish controls for their participation in the program.

2-1. References.

- a. AR 600-63, Army Health Promotion.
- b. DD Form 1556, Request, Authorization Agreement, Certification of Training and Reimbursement.

3-1. Responsibilities.

- a. The Fitness and Wellness Program Coordinator (FWPC) is responsible for the implementation of this regulation, and the overall management and control of program operations.

b. Commanders/Directors may approve up to 3 hours as an excused absence per week to allow employees to participate in a command sponsored formal exercise training program.

c. Civilian employees are encouraged to engage in a regular program of exercise and other positive health initiatives.

4-1. Program description.

a. This training will include participant evaluation, both pre-program and post program, continuous monitoring during the program, exercise, and nutritional education. These activities must be an integral part of a total fitness program and time-limited up to six months in duration.

b. While formal physical fitness programs may be repeated from time to time, employees will not normally be granted excused absence for physical exercise training once they have already completed such training. This grant is intended to be limited to one time only. It does not apply to other training or professional development.

c. Beyond these situations, work schedules should be adjusted to permit training and exercise where possible, and consistent with the workload mission.

5-1. Eligibility. Department of Defense civilian employees are eligible for the program when they have:

a. Completed a recent Health Risk Appraisal and Cholesterol Screening.

b. Completed a recent Micro-fit Fitness Assessment.

c. Submitted a DD Form 1556 to the FWPC.

6-1. Administration. The FWPC will instruct, advise, and provide a sound individualized fitness program, which will be documented in tri-weekly sessions utilizing the Fitlinxx Exercise log program.

FOR THE COMMANDER:

/**Signed/**
PORTIA WILSON WRIGHT
Post Administrative Officer

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